

STATE OF MAINE
DEPARTMENT OF AGRICULTURE,
CONSERVATION AND FORESTRY
MAINE COASTAL PROGRAM

RFP #201609178

MARINE SURVEY VESSEL SERVICES

RFP Coordinator: Claire Enterline, MCMI Project Manager
Maine Coastal Program
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Augusta, ME 04333

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From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person / State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

Deadline for Submitted Question and Answer Summary: October 21st, 2016, 5:00
P.M. local time

Proposals Due: November 1st, 2016 not later than 2:00 P.M. local time

Submit to:

Division of Purchases
Burton M. Cross Building, 111 Sewall Street, 4th Floor
9 State House Station, Augusta ME 04333-0009

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Public Notice

State of Maine
Department of Agriculture, Conservation and Forestry
Public Notice for RFP #201609178
Marine Survey Vessel Services

The State of Maine Department of Agriculture, Conservation and Forestry, Maine Coastal Program has a requirement for a marine survey vessel and captain for multibeam survey work in Southern, Midcoast, and Downeast Maine. In accordance with State procurement practices, the Department is hereby announcing the publication of a Request for Proposals (RFP) #201609178 for the purchase of the aforementioned services.

A copy of the RFP can be obtained by contacting the Department's RFP Coordinator for this project: Claire Enterline, MCMI Project Manager, Maine Coastal Program. The RFP Coordinator can be reached at the following email address: Claire.Enterline@Maine.gov (please copy Aline.Smith@maine.gov on email requests), or mailing address: 93 State House Station, Augusta, ME 04333. The Department encourages all interested vendors to obtain a copy of the RFP and submit a competitive proposal.

Proposals must be submitted to the State of Maine Division of Purchases, located at the Burton M. Cross Office Building, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, Maine, 04333-0009. Proposals must be submitted by 2:00 pm, local time, on **November 1st, 2016** when they will be opened at the Division of Purchases' aforementioned address. Proposals not received at the Division of Purchases' aforementioned address by the aforementioned deadline will not be considered for contract award.

State of Maine - Department of Agriculture, Conservation and Forestry
RFP#201609178
Marine Survey Vessel Services

PART I INTRODUCTION

A. Purpose and Background

The Department of Agriculture, Conservation and Forestry (“Department”) is seeking proposals to provide survey vessel and vessel operation services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (“State”) and the awarded Bidder(s).

The Maine Coastal Program, a state program charged with balancing the conservation and development of Maine’s Coastal Zone (defined as all Maine towns where adjacent water bodies experience tidal influence) has developed the Maine Coastal Mapping Initiative (MCMI). The MCMI is a coalition of state and non-profit partners working to capture high resolution bathymetric and backscatter data in Maine state waters and adjacent federal waters.

The type of data collected by the survey equipment will be used for a number of policy objectives including:

- **Improving climate resiliency and ocean circulation models** to better prepare for global climate change and improve our understanding of population dynamics of economically important species;
- **Helping to evaluate the potential impact of offshore development** to enhance permitting decisions for offshore facilities;
- **Improving the State of Maine’s understanding of ecosystem dynamics** to improve management and sustainability of Maine’s fisheries;
- **Improving maritime safety** by exponentially more accurate maritime navigation data and better preparation for extreme weather events or environmental disasters; and,
- **Improving the State of Maine’s understanding of sediment transport and sand delivery** to facilitate beach nourishment and storm event preparation in an effort to mitigate financial impacts.

Services obtained through this RFP will include provision of both a vessel and an able and experienced captain to pilot the vessel for the Summers of 2017 and 2018 and potentially (contingent on funds) the Summers of 2019 through 2021.

B. General Provisions

1. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements and Evaluation” section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information available in evaluating a Bidder’s experience and capabilities. The

proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.

4. The RFP and the selected Bidder's proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Department.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
6. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
7. The State of Maine Division of Purchases reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer's/Vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

Only Bidders with a valid, United States Coast Guard Near Coastal Masters License will be considered for award.

D. Contract Term

The Department is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for **two** renewal periods as outlined below, subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	April 1, 2017	November 30 th , 2018
Renewal Period #1	April 1, 2019	November 30 th , 2020
Renewal Period #2	April 1, 2021	November 30 th , 2021

E. Number of Awards

The Department anticipates making one award as a result of this RFP process.

PART II SCOPE OF SERVICES TO BE PROVIDED

The selected vendor will:

A. Vessel Specifics

1. Provide a stable, seaworthy, inspected and registered vessel with dimensions within $\pm 5\%$ of the following: length = 35.1 ft, width = 12.5 ft, draft = 3.05 ft;
2. Commit the vessel to use by the MCMI during the entire field seasons within the anticipated contract period as referenced in this RFP (April 1 – November 30 annually);
3. The vessel must be able to be docked throughout the survey season (April 1-November 30), rather than kept at a mooring each night. The Department prefers long-term dockage at a location with minimal distance to the anticipated 2017 survey area, offshore of Boothbay Harbor. The port may change location during the season based on survey needs of the Department, in these circumstances dockage will be paid by the Department;
4. Allow MCMI staff to modify the vessel in order to install, operate, and decommission the primary survey equipment;
5. Provide a generator of no less than 5,000 Watts **or** have AC capacity on board for associated survey equipment including:
 - The Multibeam Echosounder;
 - Two Desktop Computers;
 - Two monitors;
 - Two spare outlets for diagnostic equipment
6. Have deck space for a device similar to a US Geological Survey MiniSEABoss sampler and the ability to drop and haul the equipment, as well as deck space for an infauna sorting table at least 3x4ft. The successful Bidder must be able to provide an open top, flow through tank for sieving infauna over that will fit two 15x17" box sieves.
7. The Department will be responsible for outfitting the vessel with multibeam and grab sampling equipment and installation of the primary survey equipment.

B. Operator Specifics

1. Must be prepared for last minute survey plan changes and be able to work a non-regular schedule contingent on weather and equipment function;
2. Must be prepared to commit the vessel to the project for five days every week (Monday-Friday), excluding holidays, for the duration of the Summer Survey Season, April 1st – November 30th.

C. Other

The Department will provide liability insurance coverage to the Primary Survey Equipment and to members of the crew, however it is the responsibility of the Bidder to provide insurance and liability coverage for him/herself, the project's multibeam technician and associated crew.

PART III KEY RFP EVENTS

A. Timeline of Key RFP Events

Event Name	Event Date and Time
Due Date for Receipt of Written Questions	October 21 st , 2016, at 5:00 PM, local time
Due Date for Receipt of Proposals	November 1 st , 2016 at 2:00 PM, local time
Estimated Contract Start Date (subject to change)	April 1, 2017

B. Questions

1. General Instructions

- It is the responsibility of each Bidder to examine the entire RFP and to seek clarification in writing if the Bidder does not understand any information or instructions.
- Questions regarding the RFP must be submitted in writing and received by the RFP Coordinator listed on the cover page of this RFP document as soon as possible but no later than the date and time specified in the timeline above.
- Questions may be submitted by e-mail. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
- Include a heading with the RFP Number and Title. Be sure to refer to the page number and paragraph within this RFP relevant to the question presented for clarification, if applicable.

2. Summary of Questions and Answers

Responses to all substantive and relevant questions will be compiled in writing and distributed to all registered, interested persons by e-mail no later than seven (7) calendar days prior to the proposal due date. Only those answers issued in writing by the RFP Coordinator will be considered binding. The Department reserves the right to answer or not answer any question received.

C. Submitting the Proposal

- Proposals due:** Proposals must be received no later than 2:00 p.m. local time, on the date listed in the timeline above, at which point they will be opened. Proposals received after the 2:00 p.m. deadline will be rejected without exception.

2. Mailing/Delivery Instructions

PLEASE NOTE: The proposals are not to be submitted to the RFP Coordinator at the requesting Department. The official delivery site is the State of Maine Division of Purchases (address shown below).

- Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
- The Bidder must send its proposal in a sealed package including **one original and two copies** of the complete proposal. Please clearly label the original. One electronic copy of the proposal must also be provided on CD or flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.

- c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP number and title):

Bidder Name/Return Address

Division of Purchases
Burton M. Cross Building, 4th Floor
111 Sewall Street
9 State House Station
Augusta ME 04333-0009

Re: RFP #201609178

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department and its evaluation team for this RFP have sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. For clarity, the proposal should be typed or printed. Proposals should be single-spaced with 1" margins on white 8 1/2" x 11" paper using a font no smaller than 12 point Times New Roman or similar.
2. Bidders are asked to be brief and to respond to each question and instruction listed in the "Proposal Submission Requirements" section of this RFP. Number each response in the proposal to correspond to the relevant question or instruction of the RFP. The proposal should be limited to a maximum total of five pages. Pages provided beyond the aforementioned maximum amount will not be considered during evaluation.
3. The following proposal elements will not be counted as part of the maximum total number of pages allowed for the proposal: proof of licensure and insurance requirements.
4. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Any material exceeding the proposal limit will not be considered in rating the proposals and will not be returned. Bidders shall not include brochures or other promotional material with their proposals. Additional materials will not be considered part of the proposal and will not be evaluated.
6. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.

B. Proposal Contents

Section I Organization Qualifications and Experience

1. Overview of the Organization

Bidders are to complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in this RFP. Bidders are also to include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills. Also, describe the current or proposed location where services will be provided.

2. Required Attachments Related to Qualifications

- a. Attach documentation of any applicable licensure requirements or any specific credentials required to provide the requested services (proof of valid USCG License, proof of registered vessel).
- b. Attach a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

Section II Proposed Services

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. If subcontractors are involved, clearly identify the work each will perform.

Section III Cost Proposal

1. General Instructions

The Bidder must submit a comprehensive, daily fixed rate cost proposal that covers the entire period of the initial contract April 1st, 2017 – November 30th, 2018. The Bidder must identify cost allocation of vessel lease and cost allocation of piloting services on a per day basis based on **a five day per week survey schedule**. The cost of each day Monday-Friday will be paid at the daily rate (excluding holidays) during the survey season even in the event of weather cancellation.

The proposed cost must not exceed \$169,316 for the initial two-year contract period (\$84,658 per year covering daily vessel lease, operator costs, captain's time, wages, licenses and fees, equipment, maintenance, materials, liability insurance for captain and contracted crew, etc.). The cost of fuel will be covered by the Department on a reimbursement basis or through direct State purchase.

Please use the form included in Appendix D for the cost proposal.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal best satisfies the criteria of the RFP at a reasonable/competitive cost.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their costs and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each proposal meets the following criteria.

Section I. Organization Qualifications and Experience (40 points)

Includes all elements addressed above in Part IV, B. Section I.

Section II. Specifications of Work to be Performed (35 points)

Includes all elements addressed above in Part IV, B. Section II.

Section III. Cost Proposal (25 points)

Includes all elements addressed above in Part IV, B. Section III.

2. **Scoring Process:** The review team will use a consensus approach to evaluate the bids. Members of the review team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The contract award(s) will be made to the Bidder(s) receiving the highest number of evaluation points, based upon the proposals' satisfaction of the criteria established in the RFP. The Cost section will be scored according to a mathematical formula described below.
3. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The Proposed Fixed Daily Rate (15 pts) and the Proposed Total Dockage Fee for Season Duration (April 1 – Nov 30) (10 pts) will be considered in the scoring of the cost proposal.

Proposed Fixed Daily Rate: The lowest proposed fixed daily rate will be awarded 15 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The Proposed Fixed Daily Rate scoring formula is:

$$\frac{(\text{lowest submitted Fixed Daily Rate proposal} / \text{Fixed Daily Rate of proposal being scored}) \times 15}{\text{pro-rated score}}$$

Proposed Total Dockage Fee: The lowest proposed total dockage fee will be awarded 10 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The Proposed Total Dockage Fee scoring formula is:

$$\frac{(\text{lowest submitted Total Dockage Fee proposal} / \text{Total Dockage Fee of proposal being scored}) \times 10}{\text{pro-rated score}}$$

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

4. Negotiations

The Department reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Purchases Review Committee.
2. Notification of contractor selection or non-selection will be made in writing by the Department.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Department reserves the right to reject any and all proposals or to make multiple awards.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Purchases website at the following link: <http://www.maine.gov/purchases/info/forms.shtml>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Purchases Review Committee. Contracts are not considered fully executed and valid until approved by the State Purchases Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i): <http://www.maine.gov/purchases/policies/110.shtml>

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The Department estimates having a contract in place by April 1, 2017. The State recognizes, however, that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Purchases Review Committee. Any appeals to the Department's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

B. Standard State Agreement Provisions

1. Agreement Administration
 - a. Following the award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
 - b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – State of Maine Proposal Cover Page
2. Appendix B –Debarment, Performance & Non-Collusion Certification
3. Appendix C – Qualifications and Experience Form
4. Appendix D – Cost Proposal Form

PART VIII APPENDICES

APPENDIX A

**State of Maine
Department of Agriculture, Conservation and Forestry
PROPOSAL COVER PAGE**

**RFP #201609178
Marine Survey Vessel Services**

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Fixed Daily Rate	
Total Dockage Fee	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Authorized Signature

Date

Name and Title (Typed)

APPENDIX B

State of Maine
Department of Agriculture, Conservation, and Forestry
DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION
RFP#201609178
MARINE SURVEY VESSEL SERVICES

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.*
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX C

State of Maine
Department of Agriculture, Forestry, and Conservation
QUALIFICATIONS & EXPERIENCE FORM
RFP#201609178
MARINE SURVEY VESSEL SERVICES

Bidder's Organization Name:	
------------------------------------	--

Present a brief statement of qualifications, including any applicable licensure and/or certification. Describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. Include similar information for any subcontractors. You may expand this form and use additional pages to provide this information. The Bidder should demonstrate having at least five years of experience piloting the vessel referenced in this proposal.

APPENDIX C (continued)

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder. Additionally, Bidders should explain their experience and familiarity in the items below as these will be some of the examples of criteria on which proposals will be evaluated and scored.

- a. **Provide a description of the Bidder’s experience regarding multibeam survey work, include where it has taken place and the equipment used during the survey.**
- b. **Provide a description of the bidder’s familiarity with the Primary Survey Equipment for the MCMI (a Kongsberg EM2040C Multibeam Echosounder).**
- c. **Describe experience with work in a cooperative research setting;**
- d. **Describe familiarity with grab sampling techniques and have the equipment necessary to drop and haul a device similar to a US Geological Survey MiniSEABoss sampler;**

Project One	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX C (continued)

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX D

State of Maine
Department of Agriculture, Conservation and Forestry
COST PROPOSAL FORM
RFP #201609178
MARINE SURVEY VESSEL SERVICES

Bidder's Organization Name: _____

Instructions: The Bidder must submit a comprehensive, daily fixed rate cost proposal that covers the entire period of the initial contract April 1st, 2017 – November 30th, 2018. The Bidder must identify cost allocation of vessel lease and cost allocation of piloting services on a per day basis based on **a five day per week survey schedule**. The cost of each day Monday-Friday will be paid at the daily rate (excluding holidays) during the survey season even in the event of weather cancellation.

The proposed cost must not exceed \$169,316 for the initial two-year contract period (\$84,658 per year covering daily vessel lease, operator costs, captain's time, wages, licenses and fees, equipment, maintenance, materials, liability insurance for captain and contracted crew, etc.). The cost of fuel will be covered by the Department on a reimbursement basis or through direct State purchase.

	Proposed Fixed Daily Rate	\$
	Proposed Total Dockage Fee for Season Duration (April 1 – Nov 30)	\$